

Change Personal Contact Information

Description

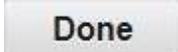
Task: Add or update your personal information (e.g., home address, phone number(s), and e-mail address in your worker profile.

Who Performs This Task?: All employees.

1. From the Home page, click the Personal Information worklet.
2. Click the **Contact Information**  button.
3. Click the **Edit**  button.



Information: The Change Contact Information page allows you to update home and work contact information.

4. In the Home Contact Information section, click the Edit or the Add  button to enter or modify your home contact information.
5. Click the Done  button after entering information in a section.
6. In the Work Contact Information section, you may update your work contact information.



Information: Only Agency HR staff can update your Business Location (i.e., Address and Primary Work Location).

7. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but do not submit.
- Click **Cancel** to cancel the process and start it over at another time.



Information: Your change will need to be approved by your Agency HR staff before it displays on your worker profile.

8. Click the **Done**  button.
9. The System Task is complete.